

ATTENDANCE PROCEDURES

(For the complete Wallingford-Swarthmore School District Policy on Attendance please reference School Board Policy #204)

ATTENDANCE

Regular and timely attendance is essential for success in school. A student's first responsibility is to attend school regularly and fulfill all requirements. Regular and prompt attendance is a habit to be cultivated early in your child's school career. Excessive absences, even when excused, have an impact on learning and student achievement.

If a student is out sick due to illness during the school day, the student is not permitted to participate in after-school activities. If a student is absent for another reason during the school day, prior permission is required for participation in any after-school activities.

Each day, Ms. Swierczek will generate an automated alert making parents/guardians aware of a student's absence.

ARRIVAL AND DISMISSAL

Students are permitted in the building starting at 8:20 a.m. and are expected to leave via bus or parent/guardian pick-up at 3:30 p.m. Throughout the year, SRS offers after-school clubs and activities for which students will need to be picked up at the end of each session (usually around 4:30 p.m.).

EXCUSED ABSENCES

The District considers the following conditions to constitute reasonable cause for absence from school:

1. Personal illness, including if a student is dismissed by designated District staff during school hours for health-related reasons. Absences of three (3) or more days will require a doctor's note.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. Release from attendance for this purpose shall not be recorded as an absence on the student's attendance record.
10. Non-school-sponsored educational tours or trips (see separate section).
11. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

SUBMITTING ATTENDANCE AND MEDICAL FORMS IN POWERSCHOOL

(See Student Handbook at [SRS Student Handbook](#))

- **Student Absence Form**
- **Student Early Dismissal Request Form**
- **Student Tardy Form**
- **Medical Forms**

ABSENCES

Absences shall be treated as unlawful until the District receives a Student Absence Form explaining the absence. The absence form must be submitted within three (3) days of the student returning from the absence or the excuse will not be accepted.

EARLY DISMISSALS

To have your child dismissed early from school for an appointment, please send an email/note to your child's teacher and kswierczek@wssd.org. An adult family member must come to the school's Main Office to sign the child out. Photo ID is necessary.

A dismissal request for a medical appointment must be verified with a note from the doctor upon return to school.

TARDINESS

Punctuality is of the utmost importance. Lateness to school and classes violates school attendance regulations. Homeroom teachers take attendance promptly when school begins at 8:45 a.m. Students not in their classrooms will be marked absent. Any student who is late to school must sign in with Ms. Swierczek.

An accumulation of time missed from school due to unexcused tardiness can equate to full days of truancy and may be prosecuted in the same manner as other unlawful absence.

EXTENDED TRAVEL

(See Student Handbook at [SRS Student Handbook](#))

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. The Principal, as empowered by the School Board, may excuse a student from school attendance to participate in an educational tour or trip for entertainment purposes not sponsored by the District if the following conditions are met:

- 1) The student must be in good academic, disciplinary, and attendance standing.
- 2) The parent/guardian must submit the Trip Preapproval Request Form (may be found on the WSSD website, type "trip form" in the search bar) at least one (1) week prior to the absence. This form may not be submitted into PowerSchool.
- 3) The student's participation must be approved by the Principal one (1) week in advance of the scheduled trip.

TRUANCY AND ABSENCE

Truancy – Absence without sufficient reason as outlined previously for students 16 years of age or younger is considered illegal. Penalties for truancy are as follows:

- ✓ After accumulation of **three (3) illegal/unexcused** days of absence from school, the student's parents/guardians shall receive a First Notice.
- ✓ After accumulation of **six (6) illegal/unexcused** days of absence from school, the Guidance Counselor will be notified and will contact the parents/guardians.
- ✓ After accumulation of **ten (10) illegal/unexcused** days of absence from school, the student's parents/guardians will receive a Second Notice, and Guidance Counselor will schedule and notify parents/guardians of a School Attendance Improvement Plan Conference. In addition, the student will be considered habitually truant from school and may be referred to Truancy Court.

Absence in Excess of Ten (10) Days - When a student is absent for **ten (10) days or more in a school year**, the Principal will send a letter to the student's parents/guardians informing them that any further absence will be considered illegal or unexcused, unless a doctor's excuse covering the absence is furnished.

DISCIPLINARY CONSEQUENCES

The School Counselor will call parents/guardians to discuss three (3) or more unexcused absences. When a student accumulates six (6) unexcused absences, a meeting will be set up with the School Counselor and the Home and School Visitor (WSSD Social Worker). Outside services will be involved.

Referral to Truancy Court and/or community agencies - The School District may refer any student to Truancy Court who has accumulated six (6) or more unexcused absences from school. Students who engage in excessive tardiness and/or excessive unexcused/illegal absence put themselves in academic jeopardy. Students may be retained at the end of the school year as a result of poor attendance.